

197—1.3(17A,22) Requests for access to records.

1.3(1) *Location of record.* In lieu of the words “(insert agency head)”, insert “superintendent”. In lieu of the words “(insert agency name and address)”, insert “Savings and Loan Division, 200 East Grand Avenue, Suite 390, Des Moines, Iowa 50309”.

1.3(2) *Office hours.* In lieu of the words “(insert customary office hours and, if agency does not have customary office hours of at least thirty hours per week, insert hours specified in Iowa Code section 22.4)”, insert “8 a.m. to 4:30 p.m., Monday through Friday”.

1.3(7) *Fees.*

c. Supervisory fee. An hourly fee may be charged for actual agency expenses in supervising the examination and copying of requested records when the supervision time required is in excess of 15 minutes. The custodian shall prominently post in agency offices the hourly fees to be charged for supervision of records during examination and copying. That hourly fee shall not be in excess of the hourly wage of an agency clerical employee who ordinarily would be appropriate and suitable to perform this supervisory function. However, in those instances where a higher level of supervision, oversight, or assistance is required, the hourly fee may reflect the actual cost to the agency.